United States Property and Fiscal Office for Illinois
Comptroller Division

CONTINGENCY OPERATIONS

Finance

BRIEFING

Entitlements

Basic Allowance for Housing (BAH)

MEMBER WITH DEPENDENTS

A soldier called or ordered to AD in support of a contingency operation is entitled to BAH-I based on the soldier's primary residence.

A single solder who pays child support, but does not have physical custody of a child, is considered single without dependents.

DA Form 5960 must be completed and in the MOB packet.

Basic Allowance for Housing (BAH)

MEMBER WITHOUT DEPENDENTS

A single soldier must provide a copy of lease/mortgage.

If the soldier resides with parents and paying rent, a notarized letter signed by the parents must be with the DA Form 5960.

DA Form 5960 must be completed and in the MOB packet.

Basic Allowance for Housing (BAH)

MEMBER WITHOUT DEPENDENTS

If the soldier relinquishes his/her primary residence, the single soldier will receive partial BAH.

The soldier can use temporary storage. This is a travel allowance and has no effect on the BAH entitlement.

Basic Allowance for Housing (BAH)

BAH DIFF

A soldier without dependents may receive BAH-DIFF in addition to another type of BAH.

Dependent support must be not less than the BAH-DIFF rate.

Soldiers must provide a copy of their decree/ court order to substantiate entitlement.

United States Property and Fiscal Office for Illinois
Comptroller Division

Basic Allowance for Subsistence (BAS)

Enlisted soldiers will receive the Standard Rate of BAS when mobilized.

All soldiers will eat for free at a government dining facility. Soldiers pay for their meals by a reduction in per diem.

Soldiers are only receiving "Residual Per Diem" while mobilized if a statement of non-availability is not issued.

United States Property and Fiscal Office for Illinois
Comptroller Division

IN-THEATER ENTITLEMENTS

The servicing finance office for the area will be responsible for input of Hostile Fire Pay, Hardship Duty Pay – Location, and CZTE.

Hardship Duty Pay - Location

Payable to officers and enlisted soldiers performing duty in an overseas location.

Authorized areas are published in the DODFMR, Volume 7A.

Entitlements

Hostile Fire (HF) / Imminent Danger Pay (IDP)

A member shall be paid the entire monthly amount for duty subject to HF/IDP for any month, during any part of which, while on duty in a foreign area and entitled to basic pay.

Current monthly rate is $225

Combat Zone Tax Exclusion (CTZE)

All base pay *, incentive pay, and special pay are excluded from taxation for any month a soldier is in an area designated for CZTE.

*** Officers are limited to SMA + IDP.**

Bonus payments are still taxable unless the bonus contract was signed in a month the soldier was eligible for CZTE.

RC Processing will manually refund the taxes paid on a bonus payment eligible for CZTE.

Combat Zone Tax Exclusion (CTZE)

DJMS-RC refunds taxes on the first paying update of the next month. CZTE is an end-of-month processing function.

The key to payment of CZTE is also having HFP/IDP payments.

Example:

Soldier in CZTE area 1-31 JAN 2004. Soldier will receive tax refund on or about the 5 FEB 2004.

Leave

Transition Leave

Soldiers should take transition leave rather than the payment of accrued leave. Soldiers receive pay and allowances in a transition leave status.

Technicians on transition leave due to a contingency operation do not have to wait for the order to end before returning to technician status.

Allotments

RC soldiers are authorized to have allotments when serving on a contingency operation. However, DJMS-RC is not programmed to withhold monies for an allotment.

DFAS-IN does allow a mobilized soldier to have an allotment for support of dependents that do not have access to the soldier's bank account.

The soldier request, through the commander, a deduction in pay.

DFAS-IN treats it as a garnishment of pay.

Bonus Payments

Soldiers remain entitled to bonus payments while deployed.

If the reenlistment/extension was signed in the month the soldier was not eligible for CZTE, all bonus payments are taxable.

If the reenlistment/extension was signed in the month the soldier was eligible for CZTE, all bonus payments are non-taxable even if the soldier is no longer eligible for CZTE.

RC Processing must make all bonus payments eligible

United States Property and Fiscal Office for Illinois
Comptroller Division

Savings Deposit Program

Monies deposited earn 10% on a maximum of $10,000.

AGRs may have monies deposited using an allotment.

RC soldiers must deposit the monies at the local finance office. The soldier will receive a DD Form 1131 and needs to keep it as proof of the deposit.

United States Property and Fiscal Office for Illinois
Comptroller Division

Savings Deposit Program

Interest accrues for a up to 90 days after the soldier's eligibility to make deposit terminates.

Withdrawals are made from DFAS-Cleveland. 1-800-624-7368.

The request must include the soldier's Name, SSAN, Branch, amount requested, and request must be signed.

Provide a mailing address or routing number, account number, and type of account.

United States Property and Fiscal Office for Illinois
Comptroller Division

Thrift Savings Plan

A soldier must understand that their current TSP percentage election will impact them dramatically on AD.

For example, an aviator has 100% of his ACIP elected for TSP. During IDT, the TSP deduction would be $112. Once on AD for the deployment, the TSP deduction would be $840.

United States Property and Fiscal Office for Illinois
Comptroller Division

Travel Vouchers

PREPARING THE FINAL VOUCHER:

1. **Maintain a log of all dates and places of travel.**

2. **Save all LESs.**

3. **Save all other paperwork: advances, partial settlements, receipts, orders/amendments, and copies of paid TDY trips.**

United States Property and Fiscal Office for Illinois
Comptroller Division

Travel Vouchers

DOCUMENTATION FOR FINAL SETTLEMENT:

1. One copy of a completed DD Form 1351-2.
2. One copy of all orders and amendments, if applicable.
3. One copy of the DD Form 214.
4. One copy of all DD Form 1610s, if applicable.
5. One copy Unit Movement Orders and amendments, if applicable.
6. One copy of receipts over $75.
7. One copy of all lodging receipts, if applicable.
8. One copy of all advances and accrued per diem payments received.
9. One copy of all paid vouchers from any TDY trips while deployed.

United States Property and Fiscal Office for Illinois
Comptroller Division

Travel Vouchers

Most common reasons for travel vouchers returned:

Missing reviewer's signature.
Missing soldier's signature.
Missing orders.
Itinerary does not match orders.
Missing receipts.
Missing Statement of Non-Availability.

United States Property and Fiscal Office for Illinois
Comptroller Division

Travel Vouchers

DFAS-IN/CONTINGENCY TRAVEL
DEPT 3900
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3900

FAX: (317) 510-2189/ DSN 699-2189
(317) 510-1190/ DSN 699-1190

Government Travel Card

Travel charge card accounts for mobilized soldiers will be deactivated upon mobilization.

If a unit Local Program Coordinator (LPC) is assigned:

The LPC will facilitate the activation and deactivation of travel cards based on valid official government travel orders.
When a computer with Internet access is available, LPCs will provide commanders with monthly travel card delinquency and abuse reports (See the ARNG Travel Charge Card Program SOP for a list of available reports).

Government Travel Card

When an LPC is not assigned, travel card accounts for mobilized soldiers are to be transferred to the hierarchy of the mobilized unit's AC higher headquarters' hierarchy once they depart the Mobilization Station.

Use of the travel charge card in support of Contingency Operations is discouraged. Whenever time permits, request travel advances to support official government travel.

Ensure that soldiers that travel using their travel charge card use split-disbursement to pay all money owed on the travel charge card.

United States Property and Fiscal Office for Illinois
Comptroller Division

Government Travel Card

Lessons Learned:

Late, erroneous or incomplete travel vouches cause travel card delinquency. Review vouchers to be sure they are correct and complete before submission to Contingency Travel.

Do not leave accounts activated on a "just in case" basis. Only activate cards based on official government travel orders. Keeping accounts active hurts the soldier by allowing abuse or misuse resulting in high debts and cancelled accounts.

Ensure the APC places a travel account in a Mission Critical status when the soldier is deployed in an area where travel vouchers cannot be submitted timely

United States Property and Fiscal Office for Illinois
Comptroller Division

Military Pay Inquiries

The ARNG Financial Services Center maintains an e-mail mailbox and 1-800 for mobilized soldiers with unresolved pay problems.

ARNG-Milpay@arng-fsc.ngb.army.mil
1-877-PAYARNG

Request the soldier use the supporting finance office in their theater of operation and chain of command before notifying this office.